

DEFINITIONS

APPLICANT EQUITY

Applicant equity is resources allocated by the applicant to the project either in monetary funds, volunteerism, fund raising, donations, or in-kind contributions. This applicant equity should be reported as the amount the organization would normally have to pay. The project budget should keep a line item open for income, as well as expenses if the contribution is used.

Fundraising is the act or occupation of soliciting money. It is an activity that requires volunteer time, effort or commitment to raise money to complete a project. This volunteer time that is specific to the project is given fair dollar value. One standard way of fundraising is the use of raffles for the accumulation of funds. Fundraising is included in the budget as revenue against the expense.

Volunteers are individuals who give freely of their time to help the organization fulfill its mandate. For a contribution to be measured it must be quantified.

In-kind Contributions are goods or services that an organization would need to purchase and are donated instead. The value of in-kind contributions is reported as the amount the organization would normally have to pay. In-kind donations/contributions are included in the budget as revenue against the expense, even though it is not a monetary contribution.

Donation is a gift of property or money without receiving consideration for the transfer. A donation may take various forms, including cash, services, and/or new or used goods. Charitable gifts of goods or services are also called gifts in-kind. Donations are included in the budget as revenue against the expense, even though it may not be a monetary contribution.

Donated labour including any other volunteer time that provides general benefit to the organization is *ineligible as applicant equity*. This includes volunteer hours related to general fund raising; time spent preparing the Recreational Projects Program application, time spent in meetings or any activities related to planning for the project or any other planning activities for the organization.

CONFLICT OF INTEREST

A real or seeming incompatibility between one's private interests and one's public or fiduciary duties.

Fiduciary is a person who is required to act for the benefit of another person in all matters within the scope of their relationship; one who owes to another the duties of good faith, trust, confidence, and candor. One who must exercise a high standard of care in managing another's money or property.

Fiduciary Duty is a duty of utmost good faith, trust, confidence, and candor owed by a fiduciary to the beneficiary; a duty to act with the highest degree of honesty and loyalty toward another person and in the best interests of the other person.

CONTRACT FEES

A charge for labour or services, especially professional services that is outlined in a contract which is a legally enforceable agreement stating the terms of such an agreement between two or more parties. Contract fees may also include any honoraria that has been negotiated in the agreement. Contract fees may also be identified in a quote in the initial application however a copy of the contract may be required once the project is approved.

EQUIPMENT/CAPITAL ASSETS

Equipment/capital assets are long term assets used in the operation of a business or used to produce goods or services, such as equipment or land.

Equipment/capital assets are essential for the delivery of an organization's eligible programs, are owned by the organization and include assets, whether tangible or intangible that are durable in nature and have a useful or economic life that extends beyond one year. Such tangible and intangible assets are material in value and include land, buildings, engineering structures, machinery, furnishings, equipment, and software.

Capital Expenditures are expenditures made to acquire or improve capital assets. Acquisition includes the design, development, construction or purchase of capital assets. Improvements include any alterations or renovations that significantly increase the performance, value or capability of a capital asset or extend its useful or economic life by more than a year.

FINANCIAL REQUIREMENTS

The Yukon *Societies Act* Regulations state, "Financial statements shall consist of a balance sheet and a statement of revenue and expenditures and shall include statements of the amounts: (a) received as grants from government bodies, (b) received as donations from the public, (c) paid as remuneration or loaned to any member or director. It also states that they shall be prepared using General Accepted Accounting Principles.

A **Balance Sheet** is a statement of an entity's current financial position, disclosing the value of the entity's assets, liabilities, and owner's equity. It is based on the equation: assets = liabilities + owner's equity and indicates everything the Society owns (assets), everything that the Society owes to creditors (liabilities) and the value of the ownership stake of the Society.

An **Income Statement** is a statement of all the revenues, expenses, gains, and losses that an organization incurred during a given period. An income statement may also be called a statement of income, profit and loss statement, earnings report or statement of revenue and expenditures.

A **Project Budget** identifies all expenses and sources of revenue for the project. A well defined project budget demonstrates a good understanding of the project and the associated costs as well as efforts to seek out other funding sources.

An **Annual Operating Budget** is a detailed projection of estimated revenues and expenditures for the organization's entire operations in a specific operating period. It generally consists of several sub-budgets (*projects/activities, ongoing costs, etc.*) that are linked to the organization's plans and operation for the current operating period.

IN COMPLIANCE

A non-profit society must submit its financial statements that have been signed by two directors, a list of all new directors and their position on the board, and completed renewal application within 30 days of its last Annual General Meeting to the Registrar, Corporate Affairs, Community Services, and Government of Yukon.

LOCAL AUTHORITY

A local authority is a community organization appointed as a local authority under the Yukon *Recreation Act*.

MAINTENANCE AND REPLACEMENT PLAN

A maintenance and replacement plan is a plan required for major equipment. A maintenance and replacement plan includes:

- maintenance procedures including who is responsible for maintenance, what is required, frequency (*weekly, monthly quarterly, etc.*);
- equipment manufacturer procedures; and
- identifying the life cycle of the equipment and budgeting for replacement including establishing an equipment replacement fund.

OPERATING FUNDING

Operating funding is directed to an organization's operations as a whole rather than to particular projects. Operational funding generally runs on an annual basis.

OPERATING AND MAINTENANCE PLAN (O&M)

The routine recurring work and expenses required to keep a facility (*building, structure or other real property*) or major equipment in such condition that it may be continuously utilized, at its original or designed capacity and efficiency, for its intended purpose.

An O&M plan should at a minimum include:

- operating information on the facility and the operating parameters to be monitored including limits, monitoring frequency and instrumentation;
- maintenance procedures to be performed and their frequencies;
- standards to be met (*tradesperson, etc.*) and or training requirements;
- budget and time required to perform all tasks; and
- any supplemental information necessary to help understand the O&M plan.

PROJECT FUNDING

Project funding is defined as support directed to a specific project which has a start date and an end date. Project funding requires measurable objectives to be achieved within an allocated budget and time frame. Direct Project Costs are those incurred as a direct result of running a particular project. The important test when trying to decide which category a cost is in is to ask why the cost exists.

PROVEN SUPPORT OF THE ORGANIZATION

Proven support requires a motion from the applicant supporting the project and application.